

# Application for Records Disposition Standard

233-17 marta

Department, Name, and Full Address MARTA Dept. of Finance & Adm./Division of Budget & Analysis 100 Peachtree St., 1300 Equitable Bldg. Atlanta, GA. 30303				For Records Management Division Use Date Received Application No. Date Completed AUG - 7 1974 74-277 AUG 23 1974		
Appl. Date 8-5-74	Telephone & Ext. 522-4460 x-388	Name Sam Daniel	Person to Contact Budget Analyst			
Inclusive Dates of Series 1972 - Present		Exact Series Title MARTA Revenue Budget Analysis Files				
Action Requested		<input checked="" type="checkbox"/> Establish Disposition Standard Record will continue to accumulate <input type="checkbox"/> Dispose of Present Accumulation; No Further Accumulation Anticipated				

What is the function of the office in which this record series is created?

The Division of Budget and Analysis is responsible for development and installation of operating and capital budgets for all units of the Authority, conducting ongoing analysis and review to ensure that expenditures do not exceed amounts budgeted and/or authorized, performing continuing research regarding cost aspects of MARTA's programs and policies, and for comprehensive analysis of revenues. In addition, the Division is responsible for coordinating financial matters with other local governments, the preparation and/or review of MARTOC financial reports, and supporting other Divisions who may have special budgetary control problems.

This file contains the following documents:

Documents relate to budget analysis of all types of revenues received by the Authority.

Included are memoranda and reports prepared by the Division analyzing the fiscal significance of the current status of the revenues.

Files are arranged alphabetically by types of revenue.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers		X	1						
Legal-Size File Drawers					Annual Rate of Accumulation				1 1/2
					Floor Space Occupied (Square feet)				In Office (s) In Storage Area(s)
					Average Daily References		This Years	Last Years	Preceding Years All Prior Years
							2	1	0 0

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? ☒ Yes ☐ No
- 14 Is there a duplication of this series in another office or agency?  
*Results of analyses are duplicated in other files.* ☒ Yes ☐ No
- 15 Is the information contained in this series ever summarized or published? ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☐ Yes ☒ No
- 17 Does the series initiate, amend or terminate agency policies and procedures? ☐ Yes ☒ No
- 18 Could the function be performed if the files were lost or destroyed? ☒ Yes ☐ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☐ Yes ☒ No

24 REQUIREMENTS:

The following requires the files to be kept 4 years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)  
By decision of the Director of Budget and Analysis.

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☐ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other \_\_\_\_\_, then:

☒ Hold in the current files area 1 months/years: then ☒ Transfer to State Records Center;

☒ Hold 2 months/years; then ☒ Destroy; or ☐ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.

Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer

*Jerry L. Winkley*

Date

8/5/74

Approved Division Head / Designee

*P. Lynn*

Date

8/5/74

Approved Department Head / Designee

*Ken Meyer*

Date

8/5/74

Approved Records Management Analyst

*D. Douglas*

Date

8-5-74

Approved Legal Counsel

*W. H. H. H.*

Date

8/5/74

Approved Division of Audit

*William V. Carasik*

Date

Aug 5, 1974

Review / Approval by Department of Archives and History

*Carroll Hart* 8-22-74

Recommendations:

Approved MARTA Management Steering Committee

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address General Manager's Office Budget and Analysis Division 2200 Peachtree Summit 401 W. Peachtree Street, N.E. Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed NOV 17 1977      74-277-A      NOV 22 1977	
4. Person to Contact Dot Sims		5. Working Title Budget Technician	6. Telephone Number 586-5062
7. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-277      Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input checked="" type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 1974      Present	9. Records Series Title (followed by title used in office; if different) Organizational Change Review File		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  SEE ATTACHED.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>Reviewing</u> internal organization change requests of the MARTA organization and budgetary impact on the Authority.  Included are: requests for organizational changes; background information including divisional history; rationale for change request; description of proposed organization chart and duties; analysis of request; budgetary impact; and recommendations for organizational changes.  File is arranged: numerically by budget cost center; by department, thereunder by division; then by year.			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>one</u> ; Seven to twelve months old <u>one</u> ; Thirteen to twenty-four months old <u>one</u> ; twenty-five months and older <u>one</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? <b>Possible.</b>
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                    |
|--------------------------|--------------|-----------------------------------|--------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.       |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>four</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.       |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) one year(s); then
- ☒ Transfer to local holding area; hold 10 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention. **(recommended)**
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Robert Sullivan</i>	<i>11/7/77</i>		<i>Wayne R. Conder</i>	<i>11/16/77</i>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>[Signature]</i>	<i>11/11/77</i>		<i>[Signature]</i>	<i>11/14/77</i>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>[Signature]</i>	<i>11/11/77</i>		<i>Canell Hart</i>	<i>11-22-77</i>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>[Signature]</i>	<i>11/14/77</i>			

## DIVISION OF BUDGET AND ANALYSIS

### Functions and Responsibilities

The Division of Budget and Analysis is responsible for developing and implementing the operating budget of the Authority and reviewing the capital budget; conducting ongoing analysis and review to ensure that obligations and expenditures do not exceed amounts budgeted and/or authorized, performing continuing research regarding cost aspects of MARTA's programs and policies, and for comprehensive analysis of revenues and expenses.

The Division is responsible for coordinating financial matters with other local governments. The division also provides other divisions within the Authority with budgetary assistance. Other responsibilities are to assist in developing adequate and timely intermediate and long-term financing, to develop and maintain a comprehensive financial plan to serve as a tool in managing the MARTA program, to maintain the Authority's organizational manual, to review and analyze all proposed organizational changes and to recommend changes in organization, and to conduct special management studies as requested by the Office of the General Manager.